

**Quick Reference Guide - Version 3.0**

Proof of Claim - The claim form is not to be used to make a claim for an administrative expense arising after the commencement of the case. A “request” for payment of an administrative expense may be filed pursuant to 11 U.S.C. § 503.

Step	Action
1	Click on <b>Bankruptcy &gt; File Claims</b>
2	The <b>Search for Creditor</b> screen will display. <ul style="list-style-type: none"> <li>• Enter the <b>Case Number</b> in yy-nnnnn format, Click <b>Next</b></li> <li>• The <b>Select a Creditor for Claim</b> screen will display. Select the creditor by highlighting with your mouse - click <b>Next</b></li> </ul>
3	<u>NOTE:</u> If the creditor is <b>not listed</b> or <b>listed</b> at a different address click on <b>Add Creditor</b> <ul style="list-style-type: none"> <li>• At the <b>Add Creditor(s)</b> screen enter the name and address of the creditor - click <b>Next</b></li> <li>• <b>Add Creditor(s)</b> screen displays stating number of creditors entered - click <b>Submit</b></li> <li>• Select <b>File a Proof of Claim</b></li> <li>• See Step 2</li> </ul>
4	The <b>Proof of Claim Information</b> screen displays <ul style="list-style-type: none"> <li>• Enter the claim data in the appropriate fields. <b>Do Not</b> enter “\$” in the dollar amount fields - click <b>Next</b></li> <li>• The <b>Description</b> and <b>Remarks</b> fields will appear on the <b>Claims Register</b>. Both are 60 characters long. - click <b>Next</b></li> </ul>
5	Click <b>Browse</b> on <b>Select the PDF Document</b> screen to locate and verify the document you wish to attach to this entry. Click Open to attach the proof of claim - click <b>Next</b>
6	The Notice of Electronic Filing screen appears and your transaction is complete